**Event Sales Assistant**

We are now offering an exciting opportunity for an Event Sales Assistant to join the Events team to support business development plans. The ideal candidate will have a strong sales and administration background with a passion for customer care.

Reporting directly to the Events Manager the ideal candidate will:

* Driving sales through function and events activities, maximising all food and beverage revenue during events
* Answer telephone and respond to caller enquiries in a professional and pleasant manner
* Answer client questions about property facilities/services (ensuring that accurate information is provided at all times
* Serve as the point of contact for clients and communicate with them by phone and email to respond to questions and requests.
* Generate reports, preparing proposals, collections details, coordinating with clients
* Maintain records of all bookings
* Carry out a follow-up with clients in order to find out their level of satisfaction
* Prepare sales-related documents throughout the sales process
* Design, upload, extract and maintain customer databases.
* Promote all departments across all social media platforms
* Order, supply and publish of branded items or promotional material
* Supporting the Events Manager with logistical and administrative support

This role is offered on a flexible contract, with contracted hours of a minimum of 20 and maximum of 40 hours per week.

**Essential Criteria**

* At least 1 year of experience within a sales administration role
* Proven experience of achieving required targets
* Proven experience of effective customer relations